

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet (Please read instructions on back)

1. Position No. EPGS21032		2. Incumbency Allocation Only? May Not be IAed <input checked="" type="checkbox"/>	
3. Reason for Submission Other	4. Employing Office Location Washington, D.C.	5. Duty Station Washington, D.C.	6. BUS Code 8888
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt -Executive <input checked="" type="checkbox"/>	8. Financial Statements Required OGF-278 Required <input checked="" type="checkbox"/>	9. Cybersecurity Code a. 000
	10. Position Status Excepted (Specify in Remarks) <input checked="" type="checkbox"/>	11. Supervisory Status Code 4- Supervisor, does not meet GSSG <input checked="" type="checkbox"/>	b. _____
	12. Competitive Level Code	13. Competitive Area	c. _____
	15. Extramural %	16. Functional Class Code N/A	14. Drug Testing Yes <input checked="" type="checkbox"/>
	18. Position Sensitivity Critical Sensitive <input checked="" type="checkbox"/>	19. Security Clearance 3 - Top Secret <input checked="" type="checkbox"/>	17. Medical Monitoring
	21. Emergency Essential	22. Developmental Position No <input checked="" type="checkbox"/>	20. Position Risk 3 - High <input checked="" type="checkbox"/>
			23. Full Performance Level GS-15
24. Position Classification	Official Title of Position		Pay Plan
a. Official Allocation	Deputy Chief of Staff for Operations		GS
		Occupational Code	Grade
		0340	15
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such) Dorien Paul Blythers	
27. Department, Agency, or Establishment Hierarchy			
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency		
b. 2nd Tier Org Code A0000000	2nd Tier Org Description Office of the Administrator		
c. 3rd Tier Org Code	3rd Tier Org Description		
d. 4th Tier Org Code	4th Tier Org Description		
e. 5th Tier Org Code	5th Tier Org Description		
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor Dan G. Utech, Chief of Staff		b. Typed Name and Title of Higher-Level Supervisor or Manager Jane T. Nishida, Acting Administrator	
Signature <i>Dan Utech</i>		Signature <i>Dan Utech</i> for Jane Nishida	
Date 1/25/21		Date 1/25/21	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.		Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.	
a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist		30. Position Classification Standards Used in Classifying/Grading Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90; Handbook of Occupational Groups & Families, 12/18; GSSG, HRCD-5, 6/98, 4/98	
Signature <i>Barbara E. Dangle</i>		Date 1/25/21	
31. Remarks Executive Resources position: Schedule C. 21 0346638 - temporary appointment action 21 0453099 - permanent conversion action			

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Deputy Chief of Staff for Operations

GS-0340-15

Introduction

The position is located in the Immediate Office of the Office of the Administrator, of the U.S. Environmental Protection Agency (EPA). As Deputy Chief of Staff for Operations, the position provides advice and guidance to the Administrator and senior management on management of operations and programmatic success. The Deputy Chief of Staff for Operations works closely with the Deputy Chief of Staff for Policy to support the work of the Chief of Staff, the Administrator, and the Agency.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Chief of Staff. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Chief of Staff and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Chief of Staff in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. As the Deputy Chief of Staff for Operations, in coordination with the Deputy Chief of Staff for Policy, the position shares fully with the Chief of Staff in all phases of work direction and delegated authority over subordinate staff including planning, direction and execution. Provides advice on policy development, planning, coordination, and legislative matters as they relate to operational management. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator, Deputy Administrator, Chief of Staff and senior Agency officials concerning the development and implementation of major policies and programs of the Agency. Keeps abreast of important developments affecting the Agency's operations and presents background information and personal viewpoints and advice to the Administrator, Deputy Administrator, and Chief of Staff.
2. Supervises the Scheduling and Advance Team which is tasked with providing advice and oversight in the areas of advance, event production and management of logistical support for national and international conferences and meetings involving the Administrator. Advises and provides guidance to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and Equal Employment Opportunities (EEO) and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises

subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material such as Confidential Business Information. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination.

3. Provides advice to the Chief of Staff and Administrator, identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational matters. Works to improve operations by arranging for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational element.
4. Keeps informed of important developments affecting operations of the Agency. Advises the Chief of Staff as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Administrator's office.
5. Represents the Chief of Staff and the Agency at all levels of government, including Federal, State, Tribal, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Chief of Staff on courses of action which should be taken.
6. Conducts special assignments for the Chief of Staff on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Administrator, Deputy Administrator or Chief of Staff. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Administrator, Deputy Administrator and/or Chief of Staff through personal briefings.

7. Represents the Chief of Staff in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to operational problems and objectives and enlists cooperation and contributions from Agency staffs.
8. Attends conferences for the Chief of Staff within EPA to convey the Chief of Staff's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Chief of Staff on matters discussed and recommendations made.
9. Performs other duties of a close and confidential nature.

Factor Level Descriptions

Factor 1 - Knowledge Required by the Position

Level 1-8, 1550 Points

The incumbent must have expert knowledge of Agency program goals, objectives, and policies, the sequence and timing of key program events and milestones, and methods of evaluating the overall contribution of program accomplishments to meeting basic Agency missions.

Expert level skill in establishing goals and assessing progress toward their achievement; and in adjusting work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.

A comprehensive knowledge of the full range of administrative laws, policies, regulations, and precedents applicable to the administration of the Agency. These include, but are not limited to administrative, budgetary, financial, and travel and advance laws and regulations.

Knowledge and skill sufficient to design and conduct comprehensive management studies which are extremely broad and difficult to determine in advance. Studies and analyses are of such scope that they frequently require a team effort. Study objectives are to identify and propose solutions to management problems for which previous studies and established management techniques are frequently inadequate.

Knowledge of federal programs sufficient to perform strategic planning, resources analyses, and program, operations and policy development functions.

Incumbent should be highly skilled in oral and written communication sufficient to make presentations and advise on how EPA policy will affect operations, advocate EPA positions, and influence, motivate or persuade persons or groups to accept EPA positions.

Factor 2 - Supervisory Controls

Level 2-5, 650 Points

The incumbent receives broad administrative and policy direction from the Chief of Staff. Work is reviewed for conformance with broad Program and EPA directives and policies. Recommendations, decisions, and commitments are expected to be authoritative, technically

sound, administratively feasible, and judicious. Within this framework, the incumbent has the authority to take action relating to the planning, evaluating, and implementation of assigned tasks including major shifts in emphasis or the increasing or curtailing of efforts in assigned areas.

Factor 3- Guidelines

Level 3-5, 650 Points

Guidelines consist of basic administrative policy statements concerning program development, planning and resource allocation, and may include reference to relevant legislative, regulatory, or judicial history, State/local laws and regulations, and/or policy and administrative initiatives of Agency management. The incumbent uses his/her judgment and discretion in determining intent of referenced guidelines, and in interpreting and revising existing program and policy guidance for use by others in the Region. The incumbent may also refine or develop more specific guidelines such as those governing planning and administration, and other management activities.

Factor 4- Complexity

Level 4-6, 450 Points

Work assignments are most often of the breadth to require significant input from program specialists and analysts in the Immediate Office, and other Regional, AA-ship, and Agency experts. In these assignments, the incumbent is responsible for assigning tasks, coordinating the efforts of the group, and consolidating the inputs into products such as long-range strategies, changes to policies, and proposed changes in organizational structures. Projects are complicated by uncertainty in the nature, scope and depth of the issues being addressed, often with conflicting facets, goals and perspectives that must be considered.

Factor 5 - Scope and Effect

Level 5-6, 450 Points

The purpose of the work is to coordinate the development and evaluation of long-range strategies, budget plans, and key administrative programs which are critical to the effectiveness and efficiency of the Office and the Agency. This involves identifying and resolving critical problems which directly affect the mission of the Agency. Results of the work are critical to the mission of the Agency or affect large numbers of people on a long term, continuing basis.

Factor 6 - Personal Contacts

Level 6-4, 60 Points

The incumbent is frequently required to provide advice directly to senior officials within and outside the Agency, private industry, public interest and environmental groups, and to other governmental levels. As required by program studies, contacts also include those for gathering complex data of a sensitive nature. The incumbent frequently briefs the Administrator, Deputy Administrator, Chief of Staff and other senior Agency officials.

Factor 7 - Purpose of Contacts

Level 7-D, 330 Points

Contacts are established to exchange information critical to identification and analysis of the full range of administrative and budgetary issues involved in developing and implementing various programs, policies, and initiatives. Matters are significant and/or controversial and affect major programs, substantial expenditures and/or the nature and scope of entire organizations. The incumbent is often called upon to advise senior officials, both ad hoc and specific briefing situation issues regarding the potential effects and consequences of taking or not taking various courses of action.

Factor 8 - Physical Demands

Level 8-1, 5 Points

The work is primarily sedentary. No special physical effort or ability is required to perform the work.

Factor 9 - Work Environment

Level 9-1, 5 Points

Work is performed in an office setting.

Total Points: 4090

GS-15 Point Range: 4055-up